

S-E-C-R-E-T

CONFIDENTIAL

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MEMORANDUM FOR: Director of Training

27 June 1957

FROM : Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Re

I. COMPLETED PROJECTS

1. Progress Report on OTR War Planni

A memo on the progress made by OTR on war planning during the FY ending 30 June 1957 was prepared for SPA-DD/S.

2. Analysis of FY 58-59 NEA Operational Program

An analysis of the FY 58-59 NEA Operational Program has been completed. This analysis was undertaken to establish a basis for comparison between course content and the specific objectives and tasks of the Operational Division. The resultant data should provide a suitable frame of reference for developing an integrated pattern of training by the schools and a basis for relating instruction to the activities of the Clandestine Services.

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3. Language Development Program

a. C/PPS reviewed the list of applicants for enrollment in off-duty hours language courses provided by the Registrar and recommended certain actions to the DTR regarding unsatisfied requests.

b. At the request of [] C/PPS queried the Office of Personnel regarding the clearance status of a potential contract employee who has the capability of preparing a proficiency test in one of the foreign languages on the awardable list.

4. Summary of the Department of State's Language Development Program

The Department of State has formulated a policy and program for the development of competency in foreign languages by its Foreign Service Officers. A summary of a draft of a paper outlining this program has been prepared for the DTR.

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II. PROJECTS IN PROCESS

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1. Regulation [redacted]

CIA Regulation [redacted] "Junior Officer Training Program," is currently under review and revision. This revision has been undertaken jointly with the C/JOTF who will coordinate suggested changes of the O/Pers. Upon completion of the coordination, the revised regulation will be submitted through the DD/S to Regulations Control Staff for publication.

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2. Revision of Regulation [redacted]

Preliminary work has been initiated on the revision of Regulation [redacted] "Language Development Program." In accordance with procedures for the preparation of regulatory issuances, a handbook will be published as a supplement. Matters of policy and senior responsibilities will be retained as basics of the regulation, whereas procedures for the execution of the program will constitute the body of the handbook. A draft of the revision will be presented at a meeting of the Committee on Language Development.

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3. Training Support Planning Guide

At the request of the SPA-DD/S, a revision of OTR's previous Support Planning Guide is being undertaken against a standard format outline developed by the SPA-DD/S. Each Support element will produce its own planning guide for publication in an Agency support planning handbook. The Guide will identify and discuss the various planning factors in providing training support in support of the operational plans, programs and projects of the Clandestine Services. The problem in developing the Guide is to enunciate sound planning theory in such practical terms that the document is useful both to the Clandestine Services and OTR. The central problem here is the fact that planning for training support requires early identification and analysis of the background and experience of each individual assigned to carry out any of the objectives and tasks of the Country Programs. As things now stand, these decisions are made approximately four months in advance of reassignment in each case. Thus most of the lead-time normally available in preparing members of the CS for new assignments is forfeited. It will be one of the objectives of the new Training Support Planning Guide to propose a practical way of meeting and dealing with this problem.

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